

PRESENTER'S GUIDE

"USING FIRE EXTINGUISHERS"

Part of the "SAFETY MEETING KIT" Series

THE "SAFETY MEETING KIT" SERIES

This education program is part of the "Safety Meeting Kit" Series. The programs in this series have been created to provide employees with good, basic information on everyday safety and health topics. This series includes programs on the following topics:

- Accident Investigation
- Active Shooter: Surviving an Attack
- Arc Flash
- Back Safety
- Bullying and Other Disruptive Behavior (For Employees and Managers/Supervisors)
- Compressed Gas Cylinders
- Computer Workstation Safety
- Conflict Resolution (Industrial and Office versions)
- Crane Safety (Industrial and Construction versions)
- Distracted Driving
- Driving Defensively
- Driving Safety: The Basics
- Driving Safety
- Dealing with Drug and Alcohol Abuse (Employees and Managers/Supervisors versions) (Industrial and Construction versions)
- Electrical Safety
- Evacuation Procedures
- Eye Safety (Industrial and Construction versions)
- Ergonomics (Industrial and Office versions)
- Fall Protection
- Fire Extinguishers
- Fire Prevention (Healthcare, Industrial and Office versions)
- First Aid (Industrial and Construction versions)
- Fitness and Wellness
- Hand and Power Tool Safety (Industrial and Construction versions)
- Hand, Wrist and Finger Safety (Industrial and Construction versions)
- Hazard Recognition
- Hazardous Materials Labels
- Hazardous Spill Cleanup
- Heat Stress (Industrial and Construction versions)
- Hot Work Safety and the Permitting Process
- I2P2: Injury and Illness Prevention Programs
- Ladder Safety (Industrial and Construction versions)
- Machine Guard Safety
- Materials Handling Safety
- Office Safety
- Rigging Safety (Industrial and Construction versions)
- Safety Audits
- Safety Housekeeping and Accident Prevention
- Safe Lifting (Industrial and Construction versions)
- Safety Orientation
- Safety Awareness for New Employees
- Safety Showers and Eye Washes
- Sexual Harassment (Employee and Managers/Supervisors versions)
- Sexual Harassment Investigations
- Slips, Trips and Falls

- Walking and Working Surfaces (Industrial and Construction versions)
- Warehouse Safety
- Welding Safety
- Winter Safety
- Workplace Harassment (Industrial and Office versions)
- Workplace Stress
- Workplace Violence in Healthcare Facilities
- Workplace Violence

Other products in the "Safety Meeting Kit" line include employee booklets and posters which have been designed specifically to be used with the programs. By combining these three products you have all of the materials you need to promote and conduct a complete safety meeting (for information on booklets and posters contact your local distributor).

WARRANTY/DISCLAIMER

"This program has been created to assist companies that are endeavoring to educate their employees regarding good safety and health practices. The information contained in this program is the information available to the producers of the program at the time of its production. All information in this program should be reviewed for accuracy and appropriateness by companies using the program to assure that it conforms to their situation and recommended procedures, as well as to any state, federal or other laws, standards and regulations governing their operations. There is no warranty, expressed or implied, that the information in this program is accurate or appropriate for any particular company's environment."

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* *In both a print version in the back pocket of this binder and as a PDF on the DVD*

INTRODUCTION TO THE PROGRAM

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Structure and Organization

Information in this program is presented in a definite order so that employees will see the relationships between the various groups of information and can retain them more easily. The sections included in the program are:

- How fires burn.
- Classes of fires.
- Dry chemical and carbon dioxide extinguishers.
- Water and foam extinguishers.
- Using a fire extinguisher.
- Maintaining fire extinguishers.

Each of the sections covers important information in one topic area, providing employees with the basis for understanding how to deal safely and effectively with small fires using portable fire extinguishers.

Background

When a fire occurs in a workplace, employees will often be the first to respond. Fire extinguishers can enable them to act quickly and effectively to control or extinguish the fire and protect the facility they work in.

To do this, they need to understand how fire burns and how to put it out. They need to recognize the different classes of fire and the types of fire extinguishers that should be used on them. They also need to know the procedures to follow in order to fight a fire safely. And they need to know when they should leave a fire alone and let professional firefighters deal with it.

Objectives

This education and training program provides employees with the information they need to understand how fires burn, what types of extinguishers should be used to put them out, and how to use those extinguishers. Upon completion of the program, employees should:

- Understand how fires burn.
- Know the four classes of fires that you are most likely to encounter and what makes them different from each other.
- Understand how various classes of fires should be extinguished.
- Recognize various types of fire extinguishers as well as how they work.
- Know the procedures they should follow to safely put out a fire with an extinguisher.
- Understand when they should not try to fight a fire themselves.
- Know how to keep fire extinguishers in good working order.

Reviewing the Program

As with any educational program, the "presenter" should go through the entire program at least once to become familiar with the content and make sure that it is consistent with company policy and directives.

As part of this review process, you should determine how you will conduct your session. The use of materials such as handouts, charts, etc., that may be available to you needs to be well thought out and integrated into the overall program presentation.

PREPARING FOR THE PRESENTATION

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Structuring the Presentation

In conducting this education session, you should proceed with a friendly and helpful attitude. Remember that the "trainees" are looking to your experience and knowledge to help them relate to the situations shown in the program. It is important to let the trainees interact with you and each other during the training session. Stimulating conversation within the group is one of the best things you, as the presenter of the program, can do to help everyone get as much as possible from the session. Be alert for comments that could help in this area in future sessions and make note of them.

As the presenter, you also should:

- Keep the session related to the topic of workplace fires and how to use fire extinguishers to put them out.
- Relate discussions to understanding the different classes of fires and how employees can use fire extinguishers to put them out safely and effectively.
- Keep any one person or small group of employees in the session from doing all the talking.
- Get everyone involved. Ask questions of those who don't participate voluntarily.
- Clarify comments by relating them to the key points in the program.

Use the "Outline of Major Program Points" section of this guide, as well as the information included in the quiz, as the basis for answering any questions. If you don't know the answer, say so. Tragic results could occur should you provide incorrect or inaccurate information. Remember, this is a positive program on using fire extinguishers. Make sure that your attitude and words reflect this, and that the emphasis is always on providing the information needed by the attendees to improve their ability to use fire extinguishers to fight fires in their workplace.

Setting Up the Class and Classroom

Remember, there are a number of things that must be done to "set up" the class as well as the classroom. These fall into several groups of activities, and include:

- **Scheduling and Notification**
 - You can use the scheduling and attendance form to schedule employees into the session (copies can be made using the printed "master" in the back of this binder or from the PDF version on the DVD).
 - Make sure that the session is scheduled so that it fits into your attendees' work day.
 - Send out notification of the session well in advance, to give people enough time to incorporate it into their schedule for that day.
 - If possible, post a notification on bulletin boards in the affected employees' areas.

- **The Classroom**
 - Schedule the room well in advance.
 - Make sure the room can accommodate the expected number of attendees.
 - Check it again on the day of the program to make sure there is no conflict.
 - Make sure the room can be darkened, and won't create a glare on the television screen.
 - Locate the light controls and test them.
 - Make sure the power for the DVD player you are using operates separately from the room light.
 - See if you can control the room temperature.
 - Know where the closest restrooms are located.
 - Assure that the room is free from distracting noises.
 - Make sure emergency exits are marked and known to the attendees.

- **Seating**
 - Make sure everyone can see the screen from their seat.
 - Make sure everyone can hear the DVD and you (when you speak).

- Check to see that seating is such that writing can be done easily.
- Make sure the seating arrangement allows eye contact between attendees, and between you and attendees.
- **Equipment and Materials**
 - Make sure the DVD player, monitor, and all appropriate cables and extension cords are available.
 - Make sure a stand or table is available and is of appropriate height for all attendees to easily see the monitor.
 - If you plan on using a chart pad, blackboard, or other writing board, make sure it is available, easy to see, and you have the proper writing implements.
 - Make sure you have 6" x 8" index cards or other materials to be used as "name tents" for attendees.
 - Make sure you have made up a sufficient number of copies of the "quiz", as well as any other handouts you are using.
- **"Final Check"**
 - Make sure equipment is in the room prior to the scheduled session.
 - Make sure you have the right program, (look inside the three-ring binder).
 - Check to see that the room is set up properly.
 - Check equipment prior to the presentation to assure that it works.
 - Make sure extension cords, etc. are "taped down", if need be, to avoid tripping.

CONDUCTING THE SESSION

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The Initial Steps

In conducting the session remember the positive nature of this presentation. Everyone is attending in order to learn more about how to use fire extinguishers. Initially, you need to:

- Introduce yourself as the session leader.
- State the title of the program, "Using Fire Extinguishers" and the purpose of the session (to learn how to put out fires safely and effectively using fire extinguishers).
- Inform the attendees when there will be breaks (if you plan for them) the location of exits and restrooms and if water, coffee, or other refreshments will be available.
- Make sure all of the attendees have "signed in" on your scheduling and attendance form. Remember, it is very important to document people's attendance at the session.

Once this housekeeping is done, it is time to move to the "meat" of the session. First, the attendees need to be informed about the objectives of the session (this is where you can use a flip chart or board to list the objectives, which should be done prior to the class starting). This listing should be preceded with some introductory remarks. Your own words are always best, but the remarks should follow along the lines of the following:

"Today we are going to talk about how to safely and effectively use fire extinguishers. You've probably heard the best way to fight a fire is to prevent it, and that's true. But accidents do happen and too many fires do start."

"When a fire occurs here, we are often the first people that can respond. And fire extinguishers can help you to act quickly and effectively to control the fire, protect your coworkers and prevent damage to this facility."

"To do this, you need to understand how fire burns and how to put it out. You should know the different classes of fire and what types of fire extinguishers should be used on them. You also need to know the procedures to follow to fight a fire safely and when you should leave firefighting to the professionals."

"The program we are going to watch today will give us some good information about using fire extinguishers. To make this the most productive session possible we need to look at what we want to accomplish here today (verbally reference the 'Objectives' list from the first section in this guide, or point to a white-board or chart where you have written them down)."

Once the objectives have been provided, you are ready to show the program. However, you do need to let the attendees know that they will be taking a quiz at the end of the session (if you are using it). It should be emphasized that they are not being "graded", but that the quiz is being used to determine if the session is effectively transmitting information to them in a way they will remember.

Showing the Program

At this point, you need to introduce the title of the program once again, "Using Fire Extinguishers", darken the lights if necessary, and begin the showing of the program.

You have several options as to how you can move through the program and what employees see. The DVD menu has three "selection bars":

- "Play".
- "Scene Index".
- "Contact Info".

To just play the program from beginning to end, select "Play".

To view (or review) a specific section of the program, select "Scene Index". You will be presented with a group of buttons, each of which corresponds to a section of the program. You can then select the specific section that you want to view.

If you would like information on other programs and products that are available from MARCOM you can select "Contact Info" for information about how to contact us.

All of our DVDs, both English and Spanish, are subtitled (similar to closed captioning). If there are hearing impaired employees participating in your training session, or you want people to be able to read the program narration as well as hear it, push the "subtitle" button on your DVD player's remote control or the player's control panel. A print version of the narration will then appear on the screen as the program plays.

Conducting the Discussion

After the program has been shown, it is time for the group discussion on the information that it contained. Care must be taken to make sure that the discussion is kept to the general topic of using fire extinguishers safely. There are several ways to conduct this discussion. These include:

- Calling for questions from the attendees and using these questions as the basis for the discussion.
- "Leading" the discussion through the points covered in the program using statements such as:
 - "One of the sections that we saw in the program was about recognizing different classes of fires. Who can describe these classes for us?"
 - "We saw an interesting segment on using the P.A.S.S. system when fighting a fire with a fire extinguisher. Who can review the P.A.S.S. system for us?"

You should use the discussion format that you are most comfortable with. The "Outline of Major Program Points" section in this guide, and the questions and answers in the master copy of the quiz should be used as a basis for this discussion, as well as the supplemental information that you have presented in this session*.

Remember, you have allocated a limited amount of time in which this discussion can take place. It is important to blend the attendees' questions and areas of interest with the objective of trying to touch on each major area within the program in the discussion. By touching on each area, the attendees are much more likely to retain the information presented in the session.

*(An alternative to this approach is to give the quiz immediately after showing the program, then using a review of the questions as a basis for your group discussion.)

Concluding the Presentation

Once discussion has concluded (whether naturally or you have had to bring the discussion to a close in order to complete the session within the time allowed) it is time to give the quiz if you are using it. Copies of the quiz can be made using the printed "master" in the back of this binder or from the PDF version on the DVD. Again, remind the attendees that the quiz is only meant to help determine how effective the presentation of the information is, and that they will not be graded. Let them know that they have approximately five minutes to complete the quiz.

At the end of the five minute period, remind the attendees to date and sign their quizzes, and then collect them. The attendees should be thanked for attending the session and reminded of any other sessions in the educational program that they may be attending. They can then be dismissed to return to their normal activities.

"Wrapping Up" the Paperwork

Before much time has passed, and the subject matter is fresh in your mind, several types of "paperwork" must be completed. First, check to make sure that all attendees signed the scheduling and attendance form. Next, make sure that you have a quiz from every attendee, dated and signed.

Depending upon what you have decided to do, a copy of the attendance form and the quiz for each attendee should be either filed in your files, or turned over to the attendee's department manager (or the personnel office) so that this paperwork can be included in their personnel file. The attendees' training logs should also be updated, and every attendee should be given a filled out and signed training certificate, which signifies that they have successfully completed the course. Copies of the employee training log and the training certificate can be made using the printed "master" in the back of this binder or from the PDF version on the DVD.

Remember it is always a good idea to document information about an employee's attendance at these sessions, as well as the fact that the employee has come away from the session with an increased knowledge of how to use fire extinguishers safely and effectively.

OUTLINE OF MAJOR PROGRAM POINTS

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The following outline summarizes the major points of information presented in the program. The outline can be used to review the program before conducting a classroom session, as well as in preparing to lead a class discussion about the program.

- **You've probably heard the best way to fight a fire is to prevent it, and that's true.**
 - But accidents do happen and fires do start.
 - When this occurs in a workplace, you or a coworker will often be the first to respond, and fire extinguishers become the first line of defense.

- **Fire extinguishers can enable you to act quickly and effectively to protect people and your facility.**
 - So you need to understand the equipment, as well as how to use it.

- **Fire extinguishers are designed to put out small fires before they grow out of control.**
 - Putting out fires with an extinguisher isn't always easy.
 - It can be hazardous if you go about it in the wrong way.

- **To use an extinguisher effectively it's helpful to know what causes things to burn.**
 - Fire always needs three ingredients, fuel, oxygen and heat.

- **The "fuel" is any material that will burn, including:**
 - Combustible solids such as wood, paper, cardboard and some metals.
 - Flammable and combustible liquids such as gasoline, toluene and some solvents and cleaning solutions.
 - Ignitable gases such as propane and natural gas.

- **Next, a fire must be in an environment where there is oxygen that it can "breathe".**
 - The more oxygen a fire has, the better it will burn.
 - That's why "fanning" a fire makes it flare up.
- **The third element that a fire needs is heat, a "source of ignition" such as a match or an electric spark, that "lights" it and keeps it burning.**
- **The best way to put a fire out is to deprive it of oxygen or heat.**
 - That is what fire extinguishers do.
- **Though they may look more or less the same, all fires are not alike.**
 - The types of materials that are burning and the location of the fire determine how they behave, and how you should put them out.
- **Fire extinguishers work by applying substances that are called "fire retardants".**
 - They can cool a fire or deprive it of oxygen (a process known as "smothering") or they can do both.
- **But using the wrong type of retardant on a fire can make a bad situation even worse.**
 - For example, an air-pressurized water extinguisher will do a great job of putting out burning cardboard.
 - But using a water extinguisher on burning liquids will only spread the fire further.
 - Since water conducts electricity, you wouldn't want to use it on a fire that is burning in or around electrical equipment, because someone could be electrocuted.
- **To make it easier to distinguish between different types of fires and determine what type of extinguisher should be used on them, fires are divided into "classes".**

- **"Class A" fires involve everyday solid combustibles like paper, cardboard and wood.**
 - Extinguishers that discharge water, foam and some dry chemical agents can be used on this class of fires.
- **"Class B" fires involve flammable gases, liquids and some plastics.**
 - Extinguishers that discharge dry chemicals, foam and carbon dioxide should be used on these.
- **"Class C" fires involve electricity, and can occur in any type of electrical equipment.**
 - Extinguishers that apply "nonconductive" substances, such carbon dioxide and dry chemicals, must be used on Class C fires.
- **"Class D" fires involve combustible metals, and are not very common.**
 - They can be dangerous to extinguish, so don't try to put out a Class D fire unless you have received training on how to deal with them specifically.
- **The labels on fire extinguishers are always marked with the classes of fires they should be used on.**
 - Sometimes they also display "pictographs" that illustrate the classes.
 - Many extinguishers are designed to put out multiple classes of fires.
- **It's important for you to know what types of fires could occur at your facility and what extinguishers you should use to fight them.**
 - Talk to your supervisor if you have questions.

- **The fire extinguishers in a facility should be appropriate for the classes of fires that are most likely to occur in the facility.**
 - For example, a work area that contains wooden materials, flammable liquids and electrical machinery should be equipped with extinguishers that are rated for Class A, B and C fires.
- **Since many facilities have this combination of substances, multi-purpose dry chemical ABC fire extinguishers are by far the most popular type of extinguisher in use today.**
 - These extinguishers use a chemical called monoammonium phosphate that coats the fuel and smothers the fire.
 - But the residue that ABC extinguishers leave behind is not only hard to clean up, it's also mildly corrosive.
- **Dry chemical extinguishers rated for Class B and C fires discharge sodium bicarbonate, also called "baking soda", which is non-corrosive and easy to sweep up.**
 - So these extinguishers may be preferable when fighting B and C class fires.
- **The heat from a fire causes the baking soda to release carbon dioxide gas, which smothers the fire.**
 - Its residue also forms a barrier between the fuel and oxygen, so that a smothered fire won't reignite.
- **Carbon dioxide (CO₂) extinguishers are also rated for Class B and C fires, and they don't leave any residue.**
 - They're especially good for use in computer rooms and other areas that contain electronics or other delicate equipment.

- **But while CO₂ can smother a fire effectively, it also tends to disperse quickly into the atmosphere.**
 - So a blaze that has not been completely extinguished could easily reignite.
 - When using these extinguishers you need to look closely to make sure the fire is out.

When a fire needs to be extinguished, our first instinct might be to douse it with water.

- Water and water-based foams are good at putting out some types of fires, but they can cause serious hazards if they are used on others.
- **While water is a convenient and effective retardant for putting out Class A fires, it cannot be used safely on:**
 - Class B fires that involve burning liquids.
 - Class C fires that occur in or near electrical equipment.
- **So most water extinguishers have been replaced by dry chemical "ABC" equipment.**
 - But dry chemicals don't work well on some Class A fuels.
 - For example, they can't reach the burning embers that are within a mattress, stack of paper or a pile of sawdust.
- **But water can soak into these materials to extinguish the fire, so water extinguishers still have some uses.**
- **Extinguishers that discharge water-based foams are usually rated for Class A and Class B fires, though not for Class C.**
 - Foam retardants "blanket" burning materials to cut off their oxygen supply.
 - As a result, foam extinguishers can do a good job of putting out burning liquids.

- **Foam extinguishers can also be applied to spills of flammable liquids to prevent them from catching fire.**
 - So foam extinguishers can be especially useful in commercial garages and chemical storage facilities for this reason.

- **There are a number of other types of fire extinguishers that are designed to be used in specific environments, and to put out specific types of fires.**
 - Ask your supervisor about what extinguishers are appropriate for your workplace.

- **While it's important to act quickly in a fire emergency, there are several things you should do before you reach for a fire extinguisher.**
 - Make sure the fire alarm has been activated (pull it yourself, if necessary).
 - Help other people to start the evacuation process, especially anyone who has been injured.
 - Close nearby doors and windows that could feed the fire with oxygen.

- **A fire that is too large, or has spread into ceilings or walls, may already be too dangerous for you to fight.**

- **Smoky fires can be very hazardous as well.**
 - Smoke inhalation kills more people than flames.
 - In these cases, you should leave the area and let professional firefighters handle things.

- **If you feel that it's safe to try and combat a fire, grab the nearest extinguisher.**
 - Double check its label to make sure it's the right type to use in the situation.

- **Make sure that you have a clear escape route in case you need one.**

- **Position yourself within the "effective range" that is marked on the extinguisher's label.**
 - For most dry chemical ABC fire extinguishers, this distance will be about 6 to 8 feet.
 - Hold the extinguisher upright.
- **Even under the stress of fighting a fire, you can make sure you use the extinguisher correctly by thinking of the word "PASS".**
- **It spells out the four steps you should take.**
 - **P**ull the extinguisher's pin.
 - **A**im the nozzle at the base of the fire.
 - **S**queeze the trigger.
 - **S**weep from side to side with a slow, steady motion.
- **Remember that retardants cool and smother a fire by working on its fuel.**
 - So keep the nozzle of the extinguisher pointed at the base of the fire, not the flames.
- **If you are dealing with flammable liquids, be careful not to spread the fire by "splashing" the spill.**
- **As the fire gets smaller, step forward to stay within the extinguisher's "effective range".**
 - But don't get too close.
 - Be careful where you walk!
- **If fighting the fire is creating a lot of smoke, crouch down near the ground.**
 - There will be more fresh air there, and it will be easier for you to see.
- **Most portable dry chemical extinguishers provide about 10 to 15 seconds' worth of continuous spraying.**

- **Once the extinguisher is empty:**
 - Leave it in an out-of-the-way area so no one will trip over it.
 - Place the extinguisher on its side so others will not try to use it.
 - Leave the danger area, even if the fire appears to have been extinguished.
- **When a building is burning, seconds count, so fire extinguishers should be kept close by where they're easy to find.**
 - They also need to be fully charged and functional.
- **OSHA regulations, state ordinances and local fire codes require industrial facilities, offices and public buildings to place portable fire extinguishers near all potential fire hazards.**
- **The Department of Transportation requires that all commercial vehicles be equipped with extinguishers, as well.**
- **Extinguishers should be mounted on hangers or in marked fire extinguisher cabinets, where they can be clearly seen.**
 - Never store an extinguisher on the floor, in a closet, or behind furniture, plants or decorations.
- **When a fire's burning there's no time to have to search for an extinguisher that works.**
 - Regular inspections and maintenance of the equipment should be an important part every facility's fire prevention program.

- **Extinguishers should be checked at least once a month to make sure that they are in working order.**
 - Any that are located outdoors should be inspected every week.
 - The pressure gauge should indicate that it is fully charged.
 - The locking pin and plastic "tamper seal" should be in place.
 - The hose and horn should be undamaged and unobstructed.
 - All metal parts should be free of corrosion.

- **The service tag on the extinguisher will show when it is due for its next professional inspection.**
 - Fire codes require that extinguishers be inspected by an authorized service technician annually, and to have their cylinders pressure-tested at regular intervals as well.

*** * * SUMMARY * * ***

- **Fire extinguishers can provide a secure and reliable defense against fires in your workplace.**

- **Fires need fuel, oxygen and heat to burn.**
 - Take one of these elements away, and you put the fire out.

- **Fires have been organized into "classes" to help you choose the right extinguisher to use.**

- **You should know the fire hazards in your workplace, the classes of fires that are likely to occur, and the types of extinguishers you should use on them.**

- **When you're fighting a fire with an extinguisher, remember the "P.A.S.S." method:**
 - **P**ull an extinguisher's pin.
 - **A**im the nozzle at the base of the fire.
 - **S**queeze the trigger.
 - **S**weep side to side.

- **Fire extinguishers should be inspected regularly and maintained in good working order.**
- **Now that you understand how fire extinguishers work and know how to use them effectively, you can help make your facility a safer place for yourself and your coworkers if a fire ever does occur.**

ACCOMPANYING MATERIALS

ACCOMPANYING MATERIALS

In order to assist you in conducting your session on using fire extinguishers, we have provided a number of specific materials that can be used with this program. These materials have been furnished in PDF format on the DVD as well as printed "masters" in the back pocket of this binder. This will enable you to make as many copies of these forms as you need. If you have colored paper available to you, it is often useful to put each form on a different color. This enables you to easily differentiate between the materials. The materials enclosed with this guide include:

Scheduling and Attendance Form

This form is provided so you can easily schedule your attendees into each session of the program. It's important that you have each attendee "sign-in" on the appropriate form, documenting their attendance at the session. Typically, a copy of this attendance/"sign-in" form is filed in the employee's personnel file.

Quiz

The quiz is normally given after viewing the program. However, if you would like an indication of the "increase" in the attendees' knowledge of how to use fire extinguishers, you can give the quiz both before and after the program is shown. You can also use the quiz as the basis for a class discussion. If you have decided to give the quiz both before and after the attendees view the program, it is often interesting to have the attendees compare their "before" and "after" answers as part of the session. Typically, the quiz is filed in the employee's personnel file.

Training Certificate

This form allows you to give each employee their very own "certificate of completion", showing that they have attended the course and taken the quiz. Space is provided to insert the employee's name, the course instructor and the date of completion.

Employee Training Log

This log helps you to keep track of when each employee has taken the course, as well as associated courses/training. Space is provided to list pertinent data about the employee, as well as information such as the date the course was taken, and the instructor conducting the course. A copy of this form should be kept in each employee's training or personnel file.

Booklet*

A sample copy of the employee booklet that has been designed for use with this program has also been included. Using both illustrations and text to review important points, the booklet is designed to reinforce the message that employees receive in the training session. The material is presented in the same order as seen in the program and is organized into concise sections, making it easy to understand and remember.

**Additional booklets, as well as copies of the poster that has been created to get employees thinking about using fire extinguishers, are available from your distributor.*